

**Belgrade Community Library**  
**Job Description**  
**Position Title: Library Director**

**Accountable to:** Library Board of Trustees

**Primary Objective of Position:**

Under general operating standards, with policy set by the Board of Trustees, plans, organizes, directs, controls, and promotes the activities of the Belgrade Community Library. Work varies, requiring interpretive judgement; has significant opportunity for discretion and independent action.

**Major Areas of Accountability and Performance:** The following are intended to illustrate typical duties; they are not meant to be all inclusive or restrictive.

Plans, organizes, directs, and administers all services and programs of the library. Oversees staff development and planning. Oversees planning, organizing, and management of technical and automation services of the library. Working with the Board of Trustees, (Board) establishes long range strategic plan and goals and measures accomplishments against recognized standards. Studies and makes plans to develop the services of the library to meet more effectively present and future community needs. Maintains current knowledge of new developments in the library field, including technological advances. Participates in state and national professional organizations. Advises, consults, and confers with the Board, other libraries, professionals, officials (at State and local levels), citizens, and community groups. Prepares speeches and correspondence. With the Board, supervises and develops library procedures, policies and public information, and reference and interlibrary loan service methods used. Directs a public relations program to promote and publicize the library in the community. Enforces library rules for the protection of library property.

Recruits, selects, trains, supervises, schedules, and evaluates paid personnel and volunteers directly or through appropriate delegation to create a harmonious team environment. Conducts regular staff meetings.

Keeps records and prepares timely reports including the annual State report. Maintains inventories. With the Board, prepares and administers library budgets and expenditures. Routinely responsible for large amounts of funds. Prepares grant applications and seeks funding for operational and improvement programs. Actively seeks grants, gifts, and other new sources of non-tax funding for the library. Acts as secretary for the Board. Supervises the maintenance of the physical plant and equipment to assure against deterioration. Requisitions supplies, selects materials for purchase, reviews collection for replacement, repair, and discard. Contacts are varied and continual, requiring a high degree of tact, diplomacy, and judgement.

**Working Conditions and Physical Requirements**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an office type environment. Duties require extended periods of walking, standing, talking or hearing, keyboarding, lifting/carrying items, reaching with hands and arms, and using hands to finger, handle or feel. Duties require occasional periods of sitting, climbing or balancing, pulling/pushing items, and stooping, kneeling, crouching or crawling. Weights up to 25 pounds are frequently encountered, with some exposure of weights to 50 pounds. Must be able to pull and push book trucks, with casters, weighing up to 200 pounds. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to add, subtract, divide and multiply. Reading materials and verbal instructions require moderate interpretation. Hazards are minor and controllable, but can include exposure to high precarious places, toxic or caustic chemicals, risk of electrical shock, cramped quarters, human error and angry/hostile humans. The noise level ranges from quiet to moderate. Hours are irregular, including evenings and weekends.

### **Education, Training, Experience, and Special Requirements**

Certified by the state library (or will be within one year of hire.) Advanced degree in library or information science or its equivalent preferred. One year experience in library operations. Strong communication skills. Computer knowledge and experience required. Must be able to attend meetings requiring travel and be able to provide for one's own transportation needs.

### **Examples of Performance Criteria**

Effectively and efficiently prepares and administers budgets and grants for the library.

Prepares and presents clear, concise, and comprehensive reports as required.

Effectively supervises, trains, and evaluates employees and volunteers.

Supervises employee and volunteer schedules to balance work loads.

Assists other employees in performing duties.

Effectively directs and administers library system and programs.

Maintains harmony among workers and resolves grievances.

Supervises the selection of the general collection of books, periodicals, software, audiovisual, newspapers, etc.

Oversees newsletter and other correspondence for the community and media.

Assists patrons when necessary.

Serves as a liaison between the Board of Trustees and the city and library employees.

Revised and adopted by the Board of Trustees February, 2007